

# 31st Security Forces Squadron

## Pass & Registration



**Phone** (DSN): 632-7921  
632-4858 (NCOIC)  
632-4857 (Superintendent)

**Location:** Area F, Bldg. #1403

**Hours of operation:**  
0730hrs - 1630hrs, Monday – Friday

**Appointment Available at 1130, 1230, 1330, 1430**

**Walk-ins for all services welcome from 0730-1630**

**Phone (commercial):** 0434-30-4858, (NCOIC), 0434304857 (Superintendent)

**E-mail:** 31sfs.passandreg@aviano.af.mil

### FREQUENTLY ASKED QUESTIONS

#### ❖ HOW DO I GET FUEL RATIONS PRIOR TO REGISTERING MY VEHICLE:

- All active duty military members and logistically supported contractors are authorized up to 200 liters of temporary fuel rations per month until they register a primary vehicle on Aviano AB.
- Bring a copy of your orders or contract to pass and registration to pick up authorization letter to receive fuel rations.
- After receiving authorization letter, fuel rations will be purchased in the Base Exchange customer service area.
- Fuel rations can only be used at Agip / Eni stations

#### ❖ HOW DOES MY SPONSOR GET EXTRA FUEL RATIONS?

- Sponsor is required to get an mfr from their first shirt or commander stating:
  - How long the individual will be acting as a sponsor (cannot exceed two months)
  - Who the individual is sponsoring
- Sponsor must bring the mfr to pass and registration to receive authorization letter for extra rations

#### ❖ HOW MANY VEHICLES AM I AUTHORIZED TO REGISTER ON AVIANO AB?

- All active duty military members and logistically supported contractors are authorized a maximum of three vehicle registrations during their tour in Aviano. One tax exempt vehicle and two taxed vehicles. The three vehicle registration limit includes motorcycle registrations.

#### ❖ HOW OFTEN MUST MY VEHICLE REGISTRATION BE RENEWED?

- Primary vehicles must be renewed annually! This must be completed within the month it expires (not early or late!)
- Secondary vehicles must be renewed within the month that the Italian road tax expires

#### ❖ WHAT IS TRANSCAR'S CONTACT INFORMATION? (POV PICK UP / SHIPPING)

- Address: Via Monte Tremol #20, Aviano Italy 33081
- Phone number: 0434-66-1419
- Trace your pov @: [www.whereismypov.com](http://www.whereismypov.com)
- Hours: Monday – Friday from 0800 – 1700
- Last drop off is @1530 and last pick up is @ 1600

❖ **WHEN DO I NEED TO SET UP MY INSURANCE**

- Set up your insurance after you have made contact with pass and registration and received a cover plate number

❖ **CAN I MAKE AN APPOINTMENT TO REGISTER MY VEHICLE?**

- Call Pass and registration to make an appointment for one of the available slots: 1130, 1230, 1330, and 1430 Monday –Friday.

❖ **HOW LONG DOES IT TAKE TO REGISTER MY VEHICLE?**

- All vehicle registrations take approximately 30 – 45 minutes per registration

❖ **IF THE WEATHER IS BAD CAN I WAIT TO RENEW MY MOTORCYCLE REGISTRATION?**

- NO! All vehicles must be renewed within the month they expire! If you fail to renew any of your vehicle registrations, to include motorcycles, you will immediately lose fuel and registration privileges.

❖ **CAN I REGISTER AN OFF ROAD VEHICLE / OR STREET LEGAL VEHICLES UNDER 50 CC's ON AVIANO AB?**

- NO! Off road vehicles cannot be registered on Aviano AB. If you bring one into Italy you will be liable for customs fees.
- American Spec Vehicles less than 50 CC's cannot be registered on Aviano AB or on the Italian economy. If you bring one into Italy you will be liable for customs fees.
- European spec vehicles less than 50 CC's cannot be register on Aviano AB, however with the assistance of our Customs Liaison you may register the vehicle on the Italian economy. Vehicles registered on the Italian economy do not count against your three vehicle registration limit.

❖ **HOW OLD DO I HAVE TO BE TO OPPERATE A MOTORCYCLE IN ITALY (REGARDLESS OF ENGINE SIZE)?**

- You MUST be 21 or older to operate a motorcycle in the country of Italy!

❖ **CODICE FISCAL NUMBER IS REQUIRED TO REGISTER A SECONDARY VEHICLE!**

**INSURANCE**

**(REQUIRED PRIOR TO ALL REGISTRATIONS)**

**USAA:**

1. Get AFI and cover plate number from pass and registration
2. Call USAA and add cover plate / and AFI number to policy
3. Have USAA email policy to 31sfs.passandreg@aviano.af.mil
4. USAA contact info: DSN: 99-800-878-422
5. (we have phones at our office for your convenience)
6. USAA office hours: 0800-1700 (local time) Monday through Friday

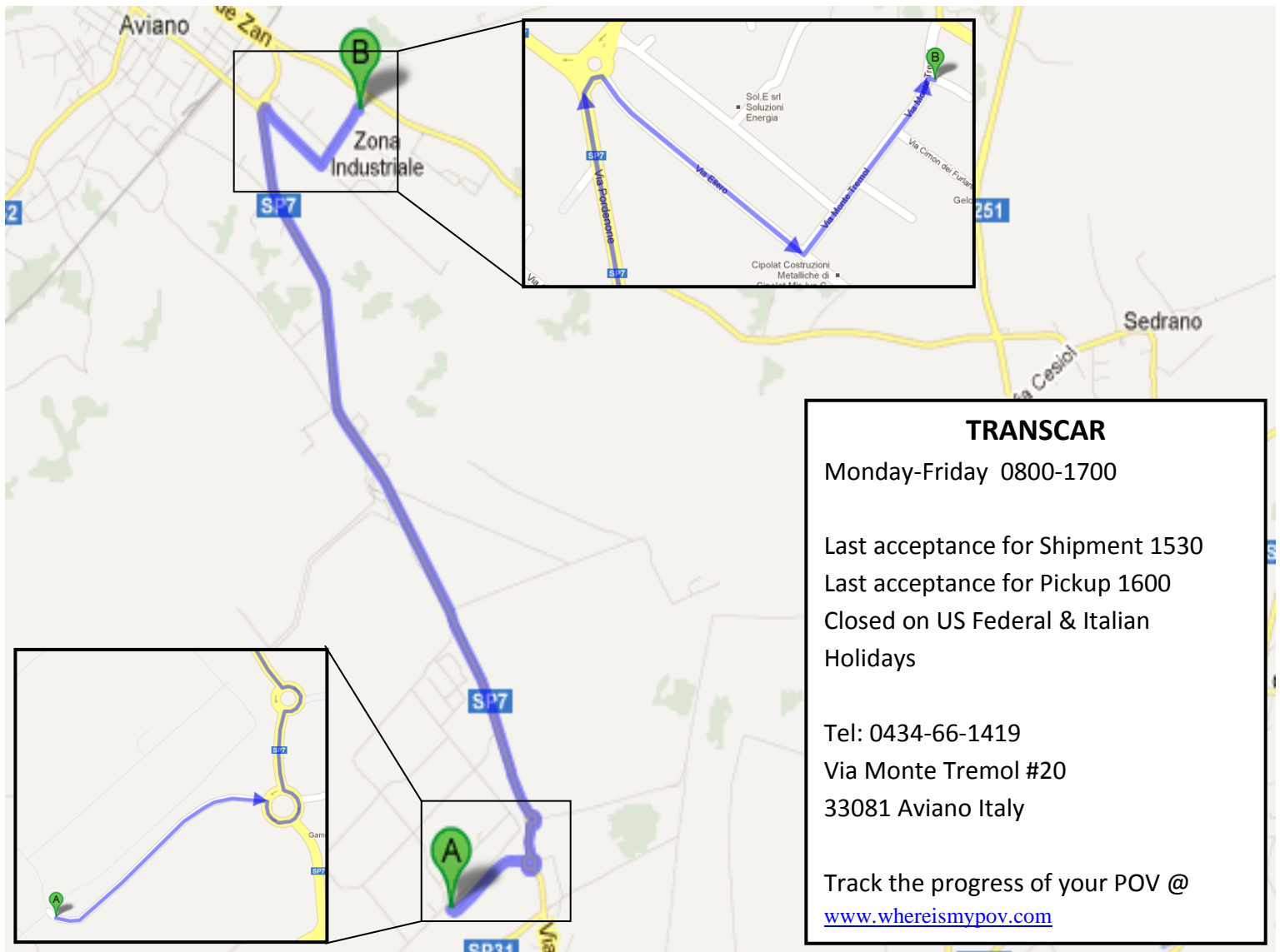
**GEICO:**

1. Get AFI and cover plate number from pass and registration
2. Go to the Geico office and add cover plate number to policy
  - a. Located at: via Pordenone 4/a, 33081 Aviano PN
  - b. DSN: 99-0434-66-1360
  - c. Personal phone: 0434-66-1360
  - d. Office hours: 0900-1300 and 1300-1730 / Monday through Friday
3. Return to pass and registration with hard copy of insurance policy with plate number on it

## COMMON REGISTRATION

(Registering a vehicle shipped by Transcar)

1. Copy of PCS orders to Aviano AB
2. Civilians employees – full logistical support letter signed by the 31<sup>st</sup> MSG Commander
3. Current common access card (CAC) or DD Form 1173/dependent identification privilege card
4. Valid stateside driver's license
5. Valid AFI driver's license (must not be mutilated)
6. AE form 302/customs document (you will retrieve this form from Transcar once your vehicle arrives) \*\*\*you must pick up this form prior to registering your vehicle.\*\*\*
7. 5 euro registration fee
8. Current proof of insurance which will be obtained once your cover plates are reserved by the pass and registration clerk prior to completing registration
9. You will need to get a safety inspection completed within 15 calendar days of registration. You will not be able to obtain gas rations until you provide the pass and registration with a passing safety inspection.
10. Codice fiscale only if you are registering this vehicle as your secondary vehicle.
11. If you are registering this vehicle as your secondary vehicle the road tax will be due immediately upon registration.
12. Special power of attorney is required for another member or dependent to register the vehicle if the person listed on the AE 302/custom's document is unavailable. The POA must include year, make, model, color, and vin number of the vehicle being registered.\*\*\*General POA's will not be accepted!



## **DRIVING A VEHICLE FROM ANOTHER MILITARY INSTALLATION**

1. Copy of orders to Aviano AB
2. Civilian employees – full logistical support letter signed by the 31<sup>st</sup> MSG Commander
3. Current common access card (CAC) or DD form 1173/dependent identification privilege card
4. Valid stateside driver's license (if the license is expired provide written confirmation proving your driver's license has been renewed, i.e. Email print out or a document stating your state offers a military clause)
5. Valid AFI driver's license (must not be mutilated)
6. 5 euro registration fee
7. Current proof of insurance with Aviano AFI and cover plate numbers
8. Bring prior registration from previous base
9. Safety inspection from 31 LRS no more than 15 days prior to registration

## **PURCHASING A VEHICLE FROM THE AUTO EXCHANGE, AAFES, CAPITOL MOTORS, OR PENTAGON CAR SALES**

1. Copy of orders to Aviano AB
2. Civilian employees – full logistical support letter signed by the 31 MSG Commander
3. Current common access card (CAC) or DD form 1173/dependent identification privilege card
4. Valid stateside driver's license (if the license is expired provide written confirmation proving your driver's license has been renewed, i.e. Email print out or a document stating your state offers a military clause)
5. Valid AFI driver's license (must not be mutilated)
6. 5 euro registration fee
7. Current proof of insurance which will be obtained once your cover plates are reserved by the pass and registration clerk prior to completing registration
8. Dealer packet
9. Customs document – issued upon completion of registration
10. Codice fiscale – only if registering the vehicle as a secondary vehicle
11. If you are registering this vehicle as your secondary vehicle the road tax will be due immediately upon registration.
12. Safety inspection from 31 LRS is required within 15 calendar days of registration
13. **Special power of attorney is required for another member or dependent to register the vehicle if the person listed on the title/dealer packet is not available. The POA must include year, make, model, color, and vin number of the vehicle being registered.\*\*\*General POA's will not be accepted!**

## **PURCHASING FROM AN AFI PRIVILEGED MEMBER**

**(Buying from another military member, contractor, or civilian employee)**

### **Owner**

1. All vehicles must be current on their registrations.
2. The vehicle being transferred must have a safety inspection w/in 60 days of the transfer
3. Must bring gas card from the BX (if selling primary vehicle)
4. If you are selling your secondary vehicle, the road tax must be current. You must bring all original road tax receipts
5. If the vehicle does not belong to you, you will need a special power of attorney stating you have the right to sell the vehicle. (ensure the POA states the vehicle's year, make, model, color, vin #, and license plate number)\*\*\*the buyer cannot be the person with a POA for the vehicle being purchased\*\*\*General POA's will not be accepted!

### **Buyer**

1. Copy of your orders (if this is your first vehicle registered with this office)
2. Civilian employees need a full logistical support letter signed by the 31<sup>st</sup> MSG Commander
3. Valid stateside drivers license ( if your license is expired, provide proof that your state has a military clause or provide an email confirmation that a new license has been ordered)
4. Current AFI license
5. 5 euro
6. Codice fiscale only if you are registering a secondary vehicle
7. If the vehicle will become your secondary vehicle the road tax will be due immediately upon registration. **Exception...if the seller has paid the road tax you are not responsible for payment until the road tax is due.**
8. Current proof of insurance which will be obtained after cover plates are reserved prior to completing the registration.
9. \*\*\*if you have other vehicles, the registrations must be current before being allowed to register another vehicle\*\*\*

## **PURCHASING A VEHICLE FROM AN ITALIAN DEALERSHIP**

1. Copy of PCS orders to Aviano AB
2. Civilians employees – full logistical support letter signed by the 31<sup>st</sup> MSG Commander
3. Current common access card (CAC) or DD form 1173/dependent identification privilege card
4. Valid stateside driver's license (if the license is expired provide written confirmation proving your driver's license has been renewed, i.e. Email print out or a document stating your state offers a military clause)
5. Valid AFI driver's license (must not be mutilated)
6. 5 euro registration fee
7. Current proof of insurance which will be obtained once your cover plates are reserved by a pass and registration clerk prior to completing registration
8. You will need to get a safety inspection from 31 LRS completed within 15 calendar days of registration. You will not be able to obtain gas rations until you provide the pass and registration with a passing safety inspection.
9. The vehicle being registered will need to be brought to pass and registration to verify the vin. .
10. Dealer packet
11. Codice fiscale only if you are registering this vehicle as your secondary vehicle
12. If you are registering this vehicle as your secondary vehicle the road tax will be due immediately upon registration.
13. **Special power of attorney is required for another member or dependent to register the vehicle if the person listed on the AE 302/custom's document is unavailable. The POA must include year, make, model, color, and vin number of the vehicle being registered.\*\*\*General POA's will not be accepted!**

## **PURCHASING FROM AN ITALIAN CITIZEN**

1. Copy of PCS orders to Aviano AB
2. Civilians employees – full logistical support letter signed by the 31<sup>st</sup> MSG Commander
3. Current common access card (CAC) or DD form 1173/dependent identification privilege card
4. Valid stateside driver's license (if the license is expired provide written confirmation proving your driver's license has been renewed, i.e. Email print out or a document stating your state offers a military clause)
5. Valid AFI driver's license (must not be mutilated)
6. Bill of sale completed at the town hall or Italian notary. Must be notarized and the person selling the vehicle must be the registered owner or have a power of attorney to sell the vehicle for the owner.
7. 5 euro registration fee
8. Current proof of insurance which will be obtained once your cover plates are reserved by the pass and registration clerk prior to completing registration
9. You will need to get a safety inspection completed within 15 days prior to registration.
10. Codice fiscale only if you are registering this vehicle as your secondary vehicle.
11. Vehicle to be registered must be present for pass and registration clerks to verify vin number
12. Seller's information to include valid photo id, original road tax (bollo), and original Italian title and registration, current Italian safety inspection (carta di circolazione)
13. **Special power of attorney is required for another member or dependent to register the vehicle if the person listed on the AE 302/custom's document is unavailable. The POA must include year, make, model, color, and vin number of the vehicle being registered.\*\*\*General POA's will not be accepted!**

## **INSTRUCTIONS FOR REGISTERING A MOTORCYCLE**

### **(Imported with a customs document)**

1. Bring in your T1 customs form or 302 customs form to the pass and registration office
2. Reserve cover plates with a pass and registration clerk
3. Set up insurance and have the insurance company provide proof of insurance to the pass and registration office. This can be done at the pass and registration office if you are using USAA. If you are using Geico you will have to go to their office to get the proof of insurance.
4. You will receive a copy of the registration, mfr stating you have registered your t1 form (if applicable) you will need to bring this copy, letter, and T1 form to bldg 1460 next to the POV inspection tent. This needs to be completed prior to the expiration date on the bottom of the t1 form. If the t1 has expired the member will be required to pay a late fee of 8 euro.
5. You will need to provide proof that you are registered for the motorcycle safety course PRIOR to registration.
6. You will also need to have a motorcycle endorsement on your stateside driver's license in-order to complete the motorcycle registration.
7. You will be required to pay the road tax for the motorcycle
8. Bring 5 euro for the registration fee
9. On the day before your scheduled motorcycle safety course you will be given your cover plates and a temporary registration that is valid for one week.
10. You will need to get a safety inspection completed through 31 LRS at the safety inspection tent. You can get this completed with/without cover plates. If you do not have cover plates you can place the motorcycle on the back of a truck or trailer to take it to the inspection tent.
11. Once you have the motorcycle endorsement on both your AFI and your stateside driver's license you will be given your permanent registration
12. Motorcycle registration MUST be renewed yearly regardless of use (road tax/safety inspection)!

# INSTRUCTIONS FOR REGISTERING A MOTORCYCLE

## (Imported without a customs document)

1. Bring the following items to the Pass and Registration office to begin registration: proof of ownership of the motorcycle being registered (previous registration or title) and proof of importation (itemized shipping document from company or household goods listing from TMO)
2. Reserve cover plates with the pass and registration office
3. Set up insurance and have the insurance company provide proof of insurance to the pass and registration office. This can be done at the pass and registration office if you are using USAA. If you are using Geico you will have to go to their office to get the proof of insurance.
4. You will need to provide proof that you are registered for the motorcycle safety course BEFORE you can register a motorcycle.
5. You will also need to have a motorcycle endorsement on your stateside driver's license in-order to complete your registration
6. You will be required to pay the road tax for the motorcycle
7. Bring 5 euro for the registration fee
8. On the day before your scheduled motorcycle safety course you will be given your cover plates and a temporary registration that is valid for one week.
9. You will need to get a safety inspection completed through 31 LRS at the safety inspection tent. You can get this completed with/without cover plates. If you do not have cover plates you can place the motorcycle on the back of a truck or trailer to take it to the inspection tent.
10. Once you have the motorcycle endorsement on both your AFI and your stateside driver's license you will be given your permanent registration
11. Motorcycle registration MUST be renewed yearly regardless of use (road tax/safety inspection)!!

# SAFETY INSPECTION

Ensure your vehicle/motorcycle is in compliance with the below checklist. You must receive a pass on ALL items listed below in order to receive a pass on the inspection. The inspection is free of charge and mandatory for all vehicles/motorcycles registered on Aviano ab.

**POV Inspection tent hours/contact info:**

Operating hours: Mon-Fri from 0800-1630

DSN: 632-4458

Vehicle Safety Inspection Record			
			Duty Phone
			Make
License Plate Number			
Model	Mileage	Year	
Item	Pass "X"	Fail "X"	Discrepancies
Horn			
Headlamps/Aim/Hi/Lo			
Parking Lights/Tail Lights			
Turn Signals / Emergency Flashers/sides			
Fog Lights (Front and Rear) If equipped			
Reverse Lights			
Brake Lights			
License Plate Lights			
License Plate Mounted (x2)			
Speedometer (Operation)			
Steering Wheel Full Right/Left - No binding			
Steering Wheel Free Play (NavSup 6.b.)			
Windshield Wipers/Washers (Front/Rear)			
Windshield Glass (No Cracks/Chips 1/4"Dia.)			
Body Glass (Cracked/Broken)			
Mirrors (Sides and Rear View)			
Seatbelt (Condition,Operation,Mounting)			
Seats Anchored, Fully Functioning Adjustment			
Tire Condition (Wear, Cuts, Weathering, Rim)			
Tire Tread Depth Minimum 2/32"			
Tire Size (Same Size, Radial/Bias Ply Mix)			
Battery Mounting/Security/Terminal			
Fluid Leaks (3 Drops in 60 Seconds)			
Exhaust System (Leaks and Mounting)			
Brake System (Operation and Fluid Leaks)			
"Stop" Test Performed on Service Brakes			
Brake Line Condition (Rubber/Steel)			
Parking Brake (Operation and Adjustment)			
Shock Absorber (Leaks and Mounting)			
Ball Joints/ King Pins (Excessive Play)			
Tie Rod/ Idler Arm/ Drag Link (Wear)			
CV Joints/ U-Joints (Excessive Play)			
CV Boots (Cuts,Rips,Tears,Leaks)			
Fuel Tank/Lines/Cap (Condition, Leaks)			
Body (Extensive Damage, Missing Parts)			
Undercarriage (Extensive Rust and Damage)			
Airbags/OEM safety devices			
Warning Triangle/Reflective Vest			
Other			
Owner is hereby advised of legality of listed items, and fully aware of laws associated with the use/application or lack of items			
Vehicle inspectors perform safety inspections using the guidelines established in the AVIANO AIR BASE MECHANICAL/SAFETY CRITERIA and STANDARDS operating instructions. Inspectors have the authority to render a vehicle unsafe for use if it does not meet all criteria identified in the local operating instruction.			
<b>Warning:</b> Individuals who operate an unsafe vehicle on Italian roads can be fined and are subject to Host Nation Laws.			
Inspector's Name		Date of Inspection (DD/MM/YY)	
Inspector's Signature		Official Stamp	



# **BOMBOLA AND BULK LPG RATIONS**

**HOME FUELS: 632-5083**

## **1. Bombola rations**

- a. Used for gas stoves
- b. Must be stipulated on your housing contract (signed copy must be brought to pass and registration to receive rations card)
- c. Rations issued at pass and registration office and expire annually
- d. Rations can be purchased at the customer service area of the BX
- e. 200 liter limit per month

## **2. Bulk LPG rations**

- f. Used for homes that utilize gas for heat
- g. Must be stipulated on your housing contract (signed copy must be brought to pass and registration to receive rations card)
- h. Rations issued at pass and registration office will expire annually (signed copy must be brought to pass and registration each year to receive rations card)
- i. Rations can be purchased at the customer service area of the BX
- j. 800 liters authorized per month between October and March
- k. 400 liters authorized per month between April and September

## **SOGGIORNO REQUIREMENTS**

**OFFICE HOURS: MON – WED & FRIDAY – 0730-1230 – 1330 – 1630 THURSDAY – NO WALK IN CUSTOMERS**

### **WHO NEEDS A SOGGIORNO?**

1. Dependents Of U.S. Military Service Members
2. Dod Employees
3. Dodds Employees
4. Naf Employess
5. All Civilians To Include Contractors

**SOGGIORNO APPLICATION MUST BE APPLIED FOR IMMEDIATELY UPON RECEIPT OF CODICE FISCALE!**

### **WHAT IS REQUIRED:**

- a. Orders With Dependent(S) Name(S) On it
- b. Passports With Visa
- c. Codice Fiscale
- d. 3 Passport Size Photos (photos will be taken free of charge at the SOGGIORNO office)
- e. Completed Soggiorno Application

### **ADDITIONAL INFORMATION**

**\*\*Children under the age of 14 will be added to the parent's Soggiorno unless of different nationality or dual military - no Codice Fiscale required for children if added to parents Soggiorno**

**\*\*Children over age 14 are required to obtain their own Codice Fiscale and Soggiorno**

**\*\*Children born in Italy need to be added to parents' Soggiorno permit with a deers rip, Italian birth certificate and photos. Children, who are born in Italy of dual military, need to also obtain a Codice Fiscale and passport. This process needs to be completed immediately. Do not depart Italy with a new born before obtaining a Soggiorno permit for the child otherwise the baby will need a visa to re-enter Italy.**

**\*\*If your visa is expiring within 60 day, please see Margaret**

**\*\*If is advisable **not** to change surnames while stationed in Italy.**

**\*\*EVERYONE APPLYING FOR A SOGGIORNO MUST BE PRESENT AT THE TIME OF THE APPOINTMENT WITH PASSPORTS**

**BRING THE PACKAGE TO BLDG 1413 ROOM 141  
MARGARET ZOVICH 632 4802**